

**BYLAWS  
OF  
THE  
VIRGINIA STATE HISTORIC PRESERVATION OFFICE REVIEW BOARD**

**ARTICLE I.  
Name and Address**

The name of this organization is the “Virginia State Historic Preservation Office Review Board” (the “State Review Board”). The office of the State Review Board is the office of the Commonwealth of Virginia, Department of Historic Resources (the “Department”), with an address of 2801 Kensington Avenue, Richmond, Virginia 23221.

**ARTICLE II.  
Mission Statement**

The State Review Board serves as an advisory board to the State Historic Preservation Officer (“SHPO”). The State Review Board’s mission is to function primarily as a professional body that objectively evaluates the historic significance of properties in the Commonwealth of Virginia (the “Commonwealth”) and provides professional advice on historic preservation matters.

**ARTICLE III.  
Powers and Duties**

A. Duties of the State Review Board. The State Review Board shall:

1. review each nomination forwarded by the SHPO to the Keeper of the National Register of Historic Places (the “Keeper”) prior to submission to the Keeper and make a recommendation to the SHPO as to whether the property meets the criteria for listing in the National Register of Historic Places (the “National Register”);
2. participate in the review of National Register nomination appeals and provide written opinions on the issues or matters of the appeal;
3. provide advice on documentation submitted in conjunction with the Commonwealth’s historic preservation plan and the Historic Preservation Fund, including, without limitation, grant applications, sub-grant proposals, and the Commonwealth’s End-of-Year Report;
4. provide general advice and professional recommendations to the SHPO in conducting the comprehensive statewide survey, preparing the historic preservation plan, and carrying out the other duties and responsibilities of the SHPO;
5. review preliminary applications for nomination of properties to the National Register and advise Department staff on the eligibility of such properties; and
6. perform such other duties as may be appropriate and requested by the SHPO.

#### **ARTICLE IV. Board Members**

A. Number and Appointment. The State Review Board shall consist of not less than five (5) and not more than seven (7) members, each of which shall be appointed by the SHPO.

B. Qualification. All State Review Board members must have demonstrated competence, interest, or knowledge in historic preservation. A majority of the members of the State Review Board must meet *the Secretary of the Interior's (Historic Preservation) Professional Qualifications Standards*, which are a part of the larger *Secretary's Standards and Guidelines for Archeology and Historic Preservation* ("Qualifications Standards"). The members meeting the Qualifications Standards must include at a minimum, one (1) individual meeting the Qualifications Standards for history, one (1) individual meeting the Qualifications Standards for prehistoric archaeology or historic archaeology, and one (1) individual meeting the Qualifications Standards for architectural history. One (1) person may meet the Qualifications Standards for more than one (1) discipline. The SHPO may determine what additional disciplines under the Qualifications Standards may be represented by the majority.

C. Term. Unless otherwise removed, each member of the State Review Board shall serve for a term of four (4) years, except for those members who are appointed to fill vacancies, who will serve for the remainder of such unexpired term. The SHPO may appoint the same member for up to three (3), four (4) year terms. Members who have served two (2) consecutive four (4) year terms may be eligible for reappointment to a third term following a lapse of one (1) year or by reappointment by a new incoming SHPO.

D. Removal. The SHPO may remove a member of the State Review Board with or without cause at any time whenever the SHPO, in his or her absolute discretion, determines that the best interests of the State Review Board and the Department would be served thereby.

E. Resignation. Any member of the State Review Board may resign at any time by giving written notice of his or her resignation to the SHPO. A resignation is effective when the notice is delivered unless the notice specifies a later effective time.

F. Vacancy. The SHPO shall cause to be filled any vacancy arising among the members of the State Review Board within thirty (30) calendar days of the SHPO's notification that such vacancy exists.

G. Compensation. Members of the State Review State Review Board shall serve without financial remuneration, except they shall be reimbursed for actual expenses and per diem incurred in the discharge of their duties as described in the Code of Virginia, as amended.

#### **ARTICLE V. Officers**

A. Officers. The State Review Board shall have a Chairman and a Vice Chairman. No officer may hold more than one (1) office at any one time.

B. Term and Election. The State Review Board shall elect a Chairman and a Vice Chairman from the members of the State Review Board. Each officer shall serve for a term of two (2) years or until the member's term as a State Review Board member expires. The Chairman may not serve for more than two (2),

consecutive two (2) year terms.

C. Removal. The Chairman or the Vice Chairman may be removed with or without cause at any time whenever the members of the State Review Board determine, in their absolute discretion, that the best interests of the State Review Board and the Department would be served thereby. Notwithstanding the foregoing, removal shall require a vote of a majority of the full State Review Board (excluding the State Review Board member holding the office who is the subject of the removal).

D. Resignation. Any member of the State Review Board serving as the Chairman or the Vice Chairman may resign from such office at any time by giving written notice of his or her resignation to the SHPO. A resignation is effective when the notice is delivered unless the notice specifies a later effective time.

E. Vacancies. In the event that the Chairman is unable to complete his or her term, whether by reason of removal, resignation, or otherwise, the Vice Chairman shall immediately serve as the Chairman for the remainder of the term. In such cases the State Review Board shall elect a new Vice Chairman for the remainder of the term. In the event that the Vice Chairman is unable to complete his or her term, whether by reason of removal, resignation, or otherwise, the State Review Board shall elect a new Vice Chairman for the remainder of the term.

F. Duties of Officers.

1. Chairman. The Chairman shall preside at all meetings of the State Review Board and shall vote as any other member of the State Review Board. The Chairman may call special meetings of the State Review Board in accordance with these Bylaws. The Chairman shall act as the State Review Board's spokesperson subject to the approval of the State Review Board and otherwise shall perform such duties the State Review Board may from time to time assign.

2. Vice Chairman. The Vice Chairman shall perform the duties and exercise the powers of the Chairman during the Chairman's absence or inability to render and perform his or her duties or exercise his or her powers. The Vice Chairman also shall perform such duties the State Review Board may from time to time assign.

G. Secretary. The Director of the Department shall serve as Secretary to the State Review Board. The Director may designate a staff member of the Department to serve in his or her place at any time and from time to time. The Secretary shall attend all meetings of the State Review Board; have charge of such books, documents and papers as the State Review Board may determine; keep, or cause to be kept, a record of the meetings of the State Review Board; give, or cause to be given, notice of all meetings of the State Review Board; and perform all other duties incident to the office of Secretary. The record of a meeting of the State Review Board kept, or caused to be kept, by the Secretary shall be deemed to be the official minutes of such meeting.

## **ARTICLE VI. Meetings**

A. Regular Meetings.

1. Regular Meetings. The State Review Board shall meet no less than quarterly each calendar year at a time and place to be determined by the SHPO. The State Review Board shall approve the

dates of such regular meetings for the next calendar year no later than the last regular meeting of the then current calendar year.

~~2. Agenda Packets. Documents for State Review Board review prior to the regular meetings shall be provided to the members of the State Review Board no later than seven (7) calendar days in advance of a regular meeting via mail or electronic transmission. In the event that additional documents become necessary for State Review Board review, in the opinion of the SHPO, within the seven (7) day time frame, they will be provided to the members of the State Review Board as soon as practicable.~~

B. Special Meetings. Special meetings of the State Review Board may be called by the SHPO or the Chairman.

C. Notice.

1. Board Member Notice. Notice of meetings other than regular meetings shall be delivered to all State Review Board members at least forty-eight (48) hours prior to such meeting in writing, including without limitation electronic transmission, or by telephone stating the time, place, and purpose of the meeting.

2. Public Notice.

(a) Regular Meetings. Notice of regular meetings of the State Review Board shall be provided to the public at least three (3) business days prior to such meeting by posting: (i) in at least two (2) locations at the office of the Department; (ii) on the electronic calendar maintained by the Virginia Information Technologies Agency (the "Commonwealth Calendar"); and (iii) on the Department's website. The notice shall contain the date, time, and location of the regular meeting as well as a statement of whether public comment will be received at the meeting and the approximate point during the meeting when it will be received. Copies of all materials furnished to the members of the State Review Board, unless exempt under the *Virginia Freedom of Information Act* (Va. Code Ann. § 2.2-3700 et seq.), as amended ("FOIA"), shall be made available (a) at the Archives of the Department when they are sent to the members of the State Review Board, and (b) at the regular meeting.

(b) Special Meetings. Public notice, reasonable under the circumstance, of meetings other than regular meetings shall be given contemporaneously with the notice provided to the members of the State Review Board by posting: (i) in at least two (2) locations at the office of the Department; (ii) on the Commonwealth Calendar; and (iii) on the Departments website. The notice shall contain the date, time, and location of the meeting as well as a statement of whether public comment will be received at the meeting and the approximate point during the meeting when it will be received. Copies of all materials furnished to the members of the State Review Board, unless exempt under *FOIA*, shall be made available (a) at the Archives of the Department when they are sent to the members of the State Review Board, and (b) at the special meeting.

D. Quorum and Voting. The presence, in person, of a majority of the members of the State Review Board at a meeting shall constitute a quorum for the transaction of business, provided, that, such members include one (1) individual meeting the Qualifications Standards for history, one (1) individual meeting the Qualifications Standards for prehistoric archaeology or historic archaeology, and one (1) individual meeting the Qualifications Standards for architectural history. Except as otherwise required under these Bylaws, if a quorum is present when a vote is taken, the affirmative vote of a majority of the members of the

State Review Board present shall be the act of the State Review Board. No member of the State Review Board shall be allowed to vote by proxy. A member shall be deemed present at a meeting if participating by electronic communication means in accordance with these Bylaws and the laws of the Commonwealth.

E. Conduct of Meetings. All meetings shall be conducted by the application of parliamentary procedures as specified in "Robert's Rules of Order." The Chairman shall preside over all meetings of the State Review Board. If the Chairman is absent the Vice Chairman shall preside. If neither the Chairman, nor the Vice Chairman is present at a meeting, but a quorum is present, the members shall elect a temporary chairman to preside over the meeting. The SHPO may appoint a temporary chairman if a consensus cannot be reached by the members of the State Review Board.

F. Remote Participation in Regular Meetings. The State Review Board may conduct a regular meeting through electronic communication where:

1. a quorum of the State Review Board is physically assembled at the primary meeting location;
2. notice of the meeting is given to the public at least three (3) business days prior to such meeting containing (i) the date, (ii) the time, (iii) all locations, (iv) a telephone number that may be used at remote locations to notify the primary location of any interruption in the telephonic or video broadcast of the meeting at the remote locations; and (iv) a statement of whether public comment will be received at the meeting and the approximate point during the meeting when it will be received; and
3. the remote locations are open to the public and persons attending the meeting at one of the remote locations is afforded the same opportunity to address the State Review Board as those attending at the primary location.

Copies of all materials furnished to the members of the State Review Board, unless exempt under *FOIA*, shall be made available (a) at the Archives of the Department when they are sent to the members of the State Review Board, and (b) at each location of the regular meeting. Votes taken during a regular meeting conducted through electronic communications means shall be recorded by name in roll-call fashion and included in the minutes. If the State Review Board holds a regular meeting conducted through electronic communications means, it must hold at least one (1) regular meeting where the members of the State Review Board are physically assembled at one location and no members participate by electronic communications means.

G. Remote Participation in the Event of an Emergency or Personal Matter. The State Review Board may conduct any meeting through electronic communication means from a remote location that is not open to the public where:

1. a quorum of the State Review Board is physically assembled at the primary meeting location;
2. the voice of the remotely participating member can be heard by all persons at the primary meeting location; and
3. on or before the day of the meeting, either:
  - (a) the member notifies the SHPO that he or she is unable to attend the meeting

due to an emergency or personal matter and identifies with specificity the nature of the emergency or personal matter, and the State Review Board records in its minutes the specific nature of the emergency or personal matter and the remote location from which the member participated; or

(b) the member notifies the SHPO that he or she is unable to attend a meeting due to a temporary or permanent disability or other medical condition that prevents his or her physical attendance and the State Review Board records this fact and the remote location from which the member participated in its minutes.

Remote participation by a member of the State Review Board under Article VI, Section G.3.(a), shall be limited to the lesser of two (2) meetings of the Board in one (1) calendar year or twenty-five (25%) of the meetings of the State Review Board in one (1) calendar year. If a member's participation from a remote location is disapproved by the State Review Board because such participation violates this Article VI, Section G, such disapproval shall be recorded in the minutes with specificity.

#### H. Meeting Minutes.

1. Minutes of a meeting of the State Review Board shall be in writing and shall include (i) the date, time, and location of the meeting; (ii) the members of the State Review Board recorded as present and absent; ~~(iii) the name of the person designated to act as Secretary if the Director is not acting as Secretary at the meeting;~~ and (iii) a summary of the discussion on matters proposed, deliberated, or decided, and a record of the votes taken. For meetings conducted through electronic communications means, the minutes shall also include (a) the names and remote locations of the members of the State Review Board who participated through electronic communications means; (b) the names of the members of the State Review Board who participated at the primary location; (c) the names of the members of the State Review Board, if any, that were not present at any of the locations in (a) or (b) but monitored the meeting through electronic communications means.

2. The official minutes of all meetings of the State Review Board shall be posted on the Department's website and the Commonwealth Calendar. A draft of the official minutes shall be posted as soon as possible but no later than ten (10) calendar days after the conclusion of the meeting. The draft of the official minutes shall be reviewed, revised, and approved by the State Review Board at the next regular meeting. The final, approved meeting minutes shall be posted within three (3) calendar days of such regular meeting.

### **ARTICLE VII. Conflicts of Interest**

Members of the State Review Board must avoid conflicts of interest, whether real or apparent, in their decision making and are expected to be objective in their advice and decisions. Members of the State Review Board cannot benefit directly or indirectly (through financial or personal gain) from a decision in which they participate. This prohibition applies not only to the members of the State Review Board, but their families, employees, agents, partners, and associates. This also applies where a situation may appear to affect a member's objectivity or where a person may appear to have an unfair advantage or influence because of his or her relationship with the State Review Board or Department.

A. State Law. Members of the State Review Board shall be governed by all of the provisions of state law concerning conflicts of interest, including without limitation, the *State and Local Government Conflicts of Interest Act* (Va. Code Ann. §§ 2.2-3100-3131), as amended.

B. Actions Required Where a Real or Apparent Conflict Exists. In addition to any actions required by law, the State Review Board shall be subject to the Department's policies on conflicts of interest. In the absence of such policies, members of the State Review Board, at a minimum, shall comply with the following guidelines:

1. The conflicted member must disclose to the State Review Board and the Director in writing the existence of any actual or apparent conflict of interest as soon as the conflict becomes apparent, but, at a minimum, before the issue or actions for which the conflict exist is acted upon by the State Review Board or brought to resolution.

2. The conflicted member must abstain from discussing with the other members of the State Review Board, the Director, and Department staff any issue, matter, or transaction in which the State Review Board or Director has determined that he or she has a conflict of interest unless specifically asked by the State Review Board to give information on the issue, matter, or transaction.

3. At a meeting of the State Review Board the conflicted member must absent himself or herself from State Review Board discussions on any issue, matter, or transaction involving the conflict of interest, unless requested by the State Review Board to give information on the issue, matter, or transaction.

4. At the meeting of the State Review Board the conflicted member must absent himself or herself and abstain from voting on any such issue, matter, or transaction.

5. The minutes of any meeting of the State Review Board at which votes are taken shall record the identity of the conflicted member, his or her abstention, the reasons for the abstention, and whether the member is absent during the State Review Board's vote on such issue, matter, or transaction.

## **ARTICLE VIII.**

### **Amendment of Bylaws**

These Bylaws may be modified, amended, and/or restated only by a vote of at least two-thirds (2/3) of the members of the full State Review Board at any regular meeting of the State Review Board. On or before July 1<sup>st</sup> of each calendar year, these Bylaws shall be reviewed by the Department and the Office of the Attorney General for compliance with the then current law of the Commonwealth. If after such review these Bylaws are found to be in conflict with the law of the Commonwealth, these Bylaws shall be revised by the Office of the Attorney General and presented to the State Review Board at the next regular meeting.

**Approved:**     **These bylaws were approved 3/17/2016 at a meeting of the Virginia State Historic Preservation Office Review Board subject to deletion of Article VI Section A (2) and Article VI Section H (1)(iii).**